

Proposal Deadline: February 18, 2011 4:00 PM EST

City of Greenville, NC

Evans Street Gateway Project Request For Proposals Professional Consultation & Design Services



For information regarding this
RFP,

Contact:

Carl Rees

Project Manager

crees@greenvillenc.gov

252-329-4502

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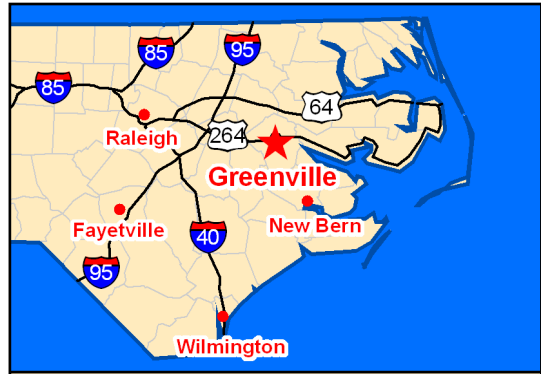
City of Greenville

1.0 INVITATION FOR PROPOSALS

1.1 Introduction

The City of Greenville is a thriving economic hub in the heart of eastern North Carolina that serves as the center of commerce, healthcare and education for the region. The City has enjoyed a sustained period of population growth and economic investment in recent years, leading to a current municipal population of just over 80,000 persons.

As with many cities across the nation, Greenville is seeking to capitalize on recent trends pointing to renewed interest in the “traditional urban core” of the city. Toward this end, the Greenville City Council established a Redevelopment Commission in the fall of 2002, charging the group with developing and implementing a plan to revitalize Greenville’s traditional central business district and surrounding neighborhoods. The Center City – West Greenville Revitalization Plan, a strategic revitalization planning document, was adopted in March of 2006, and was followed by adoption of the Center City – West Greenville Streetscape Master Plan in December of that same year. Copies of both the Streetscape Master Plan and the Revitalization Plan may be viewed at www.greenvillenc.gov/urbandevelopment



With a diverse mix of housing, entertainment, government and cultural venues, Greenville’s Center City is rapidly regaining its historic standing as a hub for citizens to live, do business and recreate. It is the intent of this public improvement project to plan for the transformation of a four-block section of Evans Street into one of Greenville’s great streets, leading vehicular and pedestrian traffic alike from the soon to be constructed Tenth Street Connector into the heart of the city.

2.0 The Project

2.1 Project Description

The Redevelopment Commission of Greenville seeks a qualified firm or team to develop design and construction documents for a four-block section of Evans Street. The selected firm/team will be required to complete necessary research and site investigations, assist in the planning process, then to subsequently produce construction drawings and documents, cost estimates, and provide bidding assistance. Project limits as depicted in figure “A” below extend from just south of the intersection of

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Tenth and Evans Streets to just north of the intersection of Reade Circle and Evans Street. A key component of this design project will be coordination of project planning and design with the ongoing design of the Tenth Street Connector project whose project limits end at the Tenth and Evans intersection. For more information on this NCDOT project please visit the project web site at www.greenvillenc.gov under the Public Works Department.



FIGURE "A"



EVANS STREET LOOKING SOUTH ACROSS READE (left) AND LOOKING NORTH ACROSS 10TH (right)

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A detailed project scope will be developed following the procurement process with the selected landscape architecture/engineering/urban design firm or team. A final construction budget for this project has not been developed at this time, although funding for the project is available through a past Municipal General Obligation Bond issuance.

2.2 City and Public Participation

As noted above, the Redevelopment Commission sponsored a streetscape master planning process that spanned much of the 2006 calendar year and included significant public participation opportunities. Design and construction of a gateway entrance from 10th Street into the central business district was one of the components approved as part of that master planning process. As it has been several years since the master plan was adopted, some limited public comment opportunities will be included in the design process. It will also be essential for the selected firm/team to coordinate design efforts with design consultants working on the Tenth Street Connector project, East Carolina University Master Plan as well as nearby private development projects. The selected consultant will develop the product such that periodic feedback from city staff and other key stakeholders is possible. The consultant will be expected to make presentations and/or provide periodic updates to the Redevelopment Commission and the Greenville City Council as well.

The approach suggested by the consultant should include steps designed to ensure that the final product will be developed in close consultation with city staff as well as the stakeholder groups described above and should allow for the consultant to make revisions based upon those consultations, as well as comments received from appointed or elected bodies as described above. The selected consultant should be aware that the project manager will work in close consultation with project engineers from the City's Engineering Division. All plans will be reviewed by said engineers and must be in compliance with all local and state development regulations and policies.

2.3 City of Greenville Responsibilities

The City of Greenville will be responsible for:

- ❑ Arranging, scheduling, and providing facility space for meetings
- ❑ Providing the consultant with comprehensive geographic information for the project area as required, either in hard copy maps at scale, or, as GIS digital data based on aerial photography and tax data (Preferred)

Note: No survey work provided by City

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- ❑ Providing the consultant with copies of relevant City of Greenville plans, ordinances, design guidelines and special plans including but not limited to the Horizons Comprehensive Plan, the Center City – West Greenville Revitalization Plan, the Recreation Master Plan, the Greenville Thoroughfare Plan, and the Center City – West Greenville Streetscape Master Plan
- ❑ Review of consultant work-product according to deliverable schedule
- ❑ All construction administration

The City of Greenville through its project manager will work closely with the consultant to answer questions, make decisions, provide guidance and assist with coordination where needed. The City's responsibilities do not include doing research and design tasks for the consultant.

2.4 Schedule

1/24/2011	Proposals mailed to consultants
2/18/2011	Proposal due date
2/21 – 3/4/2011	Proposal review
3/14 – 3/15/2011	Interviews with shortlist firms
4/5/2011	Consideration of finalist by Redevelopment Commission
4/6 – 4/29/2011	Scope and contract development
5/3/2011	Contract award by Redevelopment Commission
5/16/2011	Notice to proceed
1/13/2012	100% Construction Documents Due

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3.0 Proposal Requirements

3.1 Submittal

In order to be considered, ten (10) copies of the proposal must be received by the City of Greenville on or before February 18, 2011, by 4:00 p.m. EST. All proposals must be delivered in a sealed envelope marked: Request for Proposal – Evans Street Gateway Project. All materials submitted in response to this request for proposals become the property of the City of Greenville and may be returned at the option of the City. Any proposals received after the deadline will not be considered.

Proposals may be mailed or delivered to:

City of Greenville
Urban Development Division
Att. Mr. Carl Rees
P.O. Box 7207
201 West 5th Street
Greenville, NC 27835

3.2 Proposal Format

Cover Letter

Briefly describe why your firm is interested and should be considered for this project. Also, provide contact information for any questions or additional requests for information that may arise during the review of your proposal.

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Consultant Background

Provide the following information for the lead consultant and any proposed sub-consultants: Firm names, background, history, number of years in business, size of firm, number of employees dedicated to this project and their proposed responsibilities to this project. Please include applicable professional registrations of team members as well as any specialized experience in applicable areas.

Experience

List a minimum of three recent projects similar to this one completed by your firm or team. The list should include project name, a brief description of the project, total design and construction budget, client name and client contact information.

Project Approach

Briefly outline your technical and procedural approach for the design project. Also, describe key issues and potential problems facing this project and how your firm or team would address these issues. **Please provide a description of the degree or level of involvement in the planning and design process for the team members identified above.**

Equal Employment Opportunity Statement

The City of Greenville does not discriminate in administering any of its programs and activities. The consultant awarded the contract for work on this project is required to insure that no person shall be denied employment, fair treatment or be discriminated

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against on the basis of race, sex, religion, age, national origin or handicap. (Please include a copy of any EEO policy or statement adopted by your firm)

4.0 Selection Process

4.1 Proposal Review Team

The proposal review team will consist of several City of Greenville staff members, members of the Redevelopment Commission as well as a representative of the Uptown Greenville organization.

4.2 Selection Criteria

Criteria for the selection of the consultant will include but not be limited to:

- ❑ Ability to undertake and complete the project in a timely manner
- ❑ Previous performance with similar projects
- ❑ Proven ability to facilitate a comparable design process
- ❑ Qualifications of key personnel
- ❑ Technical approach to the project

4.3 Process

The proposal review team will evaluate all proposals submitted on time to determine those firms that will be granted an interview. Costs for developing the proposal and costs attributed to any interviews are at the consultant's expense and will not be reimbursed. Following the interviews, City of Greenville staff will attempt to negotiate an agreement with the top ranked firm. If no agreement can be reached with the top ranked firm, that firm will be dismissed and staff will proceed to the second ranked firm and so on, until an agreement can be negotiated that is satisfactory to both parties.

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5.0 Questions

In an effort to ensure that all potential respondents to this proposal have access to the same information, all questions should be posed via email to Mr. Carl Rees, Project Manager at the following email address: crees@greenvillenc.gov

Questions along with appropriate responses will be posted on the project's web site at www.greenvillenc.gov/urbandevelopment

Questions will be accepted until February 16, 2011 and will typically be responded to within one business day.

END OF REQUEST FOR PROPOSALS